

EVENT: _____
VENDOR: _____

DATE: _____

15% Commission owed to the City of Brampton on sales by all vendors will be charged to the rental client on the reconciliation; no commission will exchange hands the night of the performance.
Total commission of \$10 or less from a single vendor will not be collected by the City of Brampton.
All merchandise is taxable; sellers are responsible for collecting and remitting all taxes on merchandise sold; ALL TAX COLLECTED ON SALES MUST BE REMITTED BY SELLER TO CANADA REVENUE AGENCY.
All vendors selling items in Performing Arts venues are required to complete this form.

O P T I O N A L

ITEM NAME								
PRICE	Price per Item (excl. HST) <small>FORMULA: Price incl. HST ÷ 1.13</small>							
	13% HST <small>FORMULA: Price incl. HST - price excl. HST</small>							
	Price per Item (incl. HST)							
INVENTORY	Opening Inventory							
	Closing Inventory							
	Total Inventory Sold <small>FORMULA: Opening inventory - closing inventory</small>							

TOTAL SALES

SALES PER ITEM (incl. HST) <small>Price incl. HST x inventory sold</small>							
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M A N D A T O R Y

	SIGNATURE	DATE
Vendor		
FOH (Preparer)		
Venue Clerk (Verifier)		

CITY 15% pre-tax <small>Total Sales ÷ 1.13 x 0.15</small>
ARTIST 85% Incl. HST <small>Total Sales - Commish</small>

All vendors must complete the 'Vendor Info' section below.
This information will be provided to the rental client so that they may collect any commission they paid to the City on behalf of that vendor.

V E N D O R I N F O

Name: _____
Address: _____ Postal Code: _____ City, Prov: _____